TOWN OF ANDOVER
MASSACHUSETTS
Town Offices
36 Bartlet Street
Andover, MA 01810
978-623-8600
Building 978-623-8620
www.andoverma.gov

Special Temporary Sign Permit for Real Estate Signs and Portable or Removable Signs
Town of Andover Zoning By-Law § 5.2.7.3.a and .b

Date: _____

Address of Sign Location: _____

Name of Firm or Individual Applying: _____

Billing Address: _____

IN COLUMNS BELOW DESCRIBE EACH SIGN

Sign No.	Height and Width (Including Frame)	Type*	Purpose (event, performance, etc.)	Specific Location	Date(s)	Anchor Method

*In the shape of an A, H, I, T, Other

By signing and submitting the application the applicant attests to the following:
1. The property owner or management company is in compliance with their current lease agreement in regard to the permissibility of a portable or removable sign.
2. The applicant is responsible to research and verify right of way information to ensure that the proposed location of the sign does not obstruct pedestrian movement on a public or private walkway.
3. The size of the sign complies with the Zoning Bylaw.
4. The sign is an on-site sign that may be authorized for up to one (1) year used to announce a public, private, or non-profit event, performance, happening, occasion, directions, RE, etc.
5. The portable sign must be removed at the close of each business day and at the expiration of the permit.
6. The maximum area for a portable or removable sign shall not exceed six (6) square feet on each side, and a maximum height of four (4) feet above the ground. The special permit may impose limiting conditions, including among other matters the number allowed at each business property location.
7. Real Estate signs in residential districts are not to exceed eight (8) square feet and in other zones not to exceed twenty-five (25) square feet.

Special Temporary Sign Permit Fees and Costs:
1. Permits will be issued on an annual basis: $25.00

Penalties and Fees:
1. First time non-compliance: Warning and removal of sign
2. Second time non-compliance: $150.00 and removal of sign
3. Third time non-compliance: $300.00 and removal of sign

I hereby certify that the date submitted on or with this application is true and correct:

_____   _____
Signature of Applicant   Telephone Number (local contact)

Approved: Y or N	Date:	By:	Fee:	Exp.: